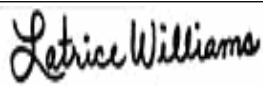


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 021		3. EFFECTIVE DATE 07/23/2014		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Region 6 US Environmental Protection Agency 1445 Ross Avenue Suite 1200 Dallas TX 75202-2733		CODE R6		7. ADMINISTERED BY (If other than Item 6) 		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TOEROEK ASSOCIATES, INC. 300 UNION BLVD. SUITE 520 LAKEWOOD CO 80228-1552				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00004			
CODE 825211824		FACILITY CODE		10B. DATED (SEE ITEM 13) 07/30/2010			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) Clause G.2, Ordering--By Designated Ordering Officers					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 825211824 Enforcement Support Services This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/14-4/11/15 (Contract Year 5 - Option 2). The estimate is due within 30 days of this order. This modification does not affect the task order ceiling. The ceiling remains \$1,504,000.00. TOPO: Will LaBombard LIST OF CHANGES: Reason for Modification : Other Administrative Action Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16C. DATE SIGNED 07/23/2014		16B. SIGNATURE  ELECTRONIC SIGNATURE	

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-10-011/EP-DTO6-00004/021

PAGE	OF
2	2

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 07/30/2010 to 04/11/2015				

TASK ORDER 04 ASSUMPTIONS

Contract EP-W-10-011

Option Year 2 (April 12, 2014 – April 11, 2015)

Task 1 – Administrative Support

Under Task 1, Toeroek Associates, Inc. (Toeroek) will provide administrative support to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

1.1 Project Planning and Support

- The Toeroek Program Manager will attend monthly progress report meetings with the EPA Project Officer (PO) and Contracting Officer (CO).
- Toeroek assumes it will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- Toeroek will attend three ad hoc meetings as required to address such things as potential performance issues, information requests, and special ad hoc reporting needs.
- Toeroek will obtain badges and computers for all onsite contractor personnel. Toeroek will also coordinate the installation and set up of computers with the EPA IT specialists, and workspace is provided by EPA.

1.2 Information Control and Reporting

- Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2, Reports of Work, in the Contract.
- Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2, Reports of Work in the contract.
- Toeroek will attach or include information from the Daily Security checks, work flow processing report, and other reports to the monthly report as set out in the TO 004 SOW.
- Toeroek will prepare ad hoc reports as requested and funded to assist the PO and CO in responding to contract information requests.

1.3 Task Order Closeout

- Toeroek will support all phases of work related to TO closeout support. Toeroek assumes that the TO file consists of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.
- Toeroek will transfer files to the subsequent TO, if any, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM (assumption is that it will take 2 CDs). Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

Task 2 – Meetings and Special Reporting

Under Task 2, Toeroek will support EPA with preparing for and participating in meetings to effectively communicate, plan and coordinate the work of EFMC. Toeroek will design a report for listing workflow performance metrics and incorporate the report into the monthly report once approved by the EFMC COTR.

Toeroek will prepare reports and deliverables as specified in the TO.

- Time estimates for meetings include planning, attending and note preparation.
- Two general infrastructure meetings per month.

- Two project specific meetings per month.
- Special reporting metrics will be captured real-time during work activity and included in monthly reports
- EPA will provide all guidance documents and existing SOPs and procedure manuals to Toeroek upon approval of the TO.
- POP is 12 months for each of the two option periods.
- Meetings are estimated to last one hour in length and require one-half hour preparation prior to the meeting and one-half hour to document after the meeting. Toeroek has not budgeted for follow-up outside of the one-half hour after the meeting.
- EPA will provide CDs and DVDs for production and other deliverables.-
- Sufficient notice (preferably two weeks) will be provided for time-critical deliverables. Shorter notice will potentially require authorization for overtime and/or double time for staff. Overtime costs are not included in this cost estimate.

2.1 Scoping Meetings

- Toeroek will meet with EFMC COTR to clarify EPA's expectations regarding the EFMC SOW.
- Toeroek will document meetings and provide the EFMC COTR with copy of meeting notes via e-mail within three business days.
- Copy of the meeting notes will be included in the work order file.

2.2 Infrastructure Meetings

- Every other week, or more frequently as needed, Toeroek will meet with the EPA COTR to discuss upcoming events, status of infrastructure-related projects and other matters including performance.
- Assumes 24 infrastructure meetings per year.
- Toeroek staff may be requested to attend meetings with the EFMC COTR with EPA IM, IT, Superfund Records Center and others to discuss infrastructure matters.
- EFMC Project Manager, Toeroek Program Manager, and EFMC COTR will meet regularly to review space allocation and determine space availability for new materials.
- Toeroek will document meetings and provide the EFMC COTR with copy of meeting notes via e-mail within three business days.
- Copy of the meeting notes will be included in the work order file.

2.3 Project/Site Specific Meetings

- Toeroek staff will meet with EFMC COTR and other EPA or contractor staff to discuss project-specific work required by individual work orders as needed.
- Meetings will vary in length and may occur in person or via teleconference.
- Assume two meetings per month; 24 meetings per year.
- Follow-up meetings may be scheduled as well
- Only work tasked by the EFMC COTR will be accomplished under this TO.
- Toeroek will document meetings and provide the EFMC COTR with copy of meeting notes via e-mail within three business days.
- Copy of the meeting notes will be included in the work order file.

2.4 Workflow Performance Reporting

2.4.1 Workflow

- Detailed records management workflow reports will be developed.
- Four hours will be needed each week to track metrics.
- Metrics report will be attached to monthly report.

2.4.2 IT Issues

- Problems hindering workflow will be reported to EPA COTR.
- Additional research or troubleshooting will be tasked as needed.

2.4.3 Metadata/PDF File Discrepancies and Formatting Errors

- Metadata/PDF file discrepancies will be identified to EPA COTR upon discovery.
- Details will be included in monthly report.

Task 3 – Security Provisions

Under Task 3, Toeroek will support the Agency with securing the EFMC facility and its holdings.

Toeroek will perform the work specified in the TO, including tracking and reporting and meetings.

- An average of five hours per month (15 minutes per day billed at .3 hrs) will be needed for maintaining the EFMC facility.
- A daily security report will be included as part of the monthly report.
- It is assumed that EPA will provide Toeroek with all current guidance throughout the duration of this task order. EPA will provide Toeroek with access to Agency resources to accomplish this task in time for Toeroek to meet deliverable schedules.
- EPA will provide space for six staff, including the TO Project Manager.

3.1 Contractor Staff Security Requirements**3.1.1 Identification and Access**

- EFMC contractor staff will sign in and out of the EFMC each day.
- Short-term access for non-EFMC staff will be requested in writing from EPA COTR.
- Two staff members will be identified to apply for badges to the Cabell building.

3.1.2 Clearances

- Toeroek staff shall comply with security requirements specified in the contract.
- Toeroek staff shall continue to comply with documentation of training and certifications for the LAN, SDMS databases and other EPA designated systems and applications.

3.1.3 Written Assurances

- Any apparent, potential or actual conflicts of interest will be identified to the EPA COTR and Project Officer upon discovery and personnel reassigned from EFMC until conflict is resolved
- Assume four hours per month will be needed to complete CBI checks for each site as identified.

3.2 EFMC Security Requirements

- EPA COTR will provide Toeroek with a list of authorized EPA personnel.
- Toeroek staff will challenge anyone not on the list and will notify the EPA COTR of the unauthorized visitor.
- Breaches to databases or other electronic systems will also be reported to the EPA COTR.
- Toeroek has not included time for anything other than to report the breach.

3.2.1 External Review Area

- Toeroek will check at the end of each business day that the review area doors are locked.
- Daily report will be included in the monthly report.

3.2.2 Stacks Area

- Materials will be retrieved and copied as requested by EPA COTR.
- Unauthorized use of the materials will be reported to the EPA COTR.

3.2.3 Contractor Area

- EPA Project Officer and EFMC COTR will be notified of who has keys to the Contractor Area.

3.2.4 Cabell Building

- Weekly inspections and findings will be included in monthly reports.
- Problems identified will be reported to EFMC COTR immediately via e-mail.

3.3 Handling of potential or actual Confidential or Non-releasable Documents**3.3.1 Confidential Business Information (CBI)**

- Toeroek staff will be aware that confidential information may not be clearly identified.

- EFMC COTR will be notified if any such information is recognized.
- Disclosure determinations and release of information are the responsibility of EPA.

3.3.2 Privacy Act

- Toeroek staff will protect information in documents being handled during the performance of this TO.

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Task 4 – Document Organization & Control/Records Management

Under Task 4, Toeroek will support EPA with records and document management practices needed to ensure timely retrieval of materials upon request. Toeroek may fully staff an EPA-supplied black-and-white scan station for up to 10 hours each day.

Per the metrics provided by EPA, the expected processing of 180,000 pages per month will be required between partial and full processing of records and non-records as well as scanning under physical file maintenance. Toeroek estimated each document to be 25 pages and indexing required on 12-20 fields.

- EPA will provide a color copier, fax machine, and a sufficient number of scanners in EFMC for Toeroek to meet document processing goals specified by EPA. Toeroek assumes that oversized documents can be sent to a vendor for scanning (cost not included). Toeroek has included the cost of paper for the copiers, but assumes EPA will pay for maintenance and other supplies (toner, etc.). Toeroek will note in the monthly report if the scanners/copiers were not functional during the reporting period and this kept Toeroek from meeting throughput goals.
- EPA will provide copies of all guidance, SOPs, as needed.
- All boxes are assumed to be 1.5 cubic foot boxes.
- Assume each 1.5 cubic foot box contains approximately 2500 pages.
- An average document is assumed to be 25 pages.
- Each 1.5 cubic foot box contains approximately 100 documents.
- Twenty-five linear feet is assumed to be approximately 17 boxes (1.5 cu.ft.) or 42,500 pages or 1700 documents.
- Twenty linear feet is assumed to be approximately 14 boxes (1.5 cu.ft.) or 35,000 pages or 1,400 documents.
- Ten linear feet is assumed to be approximately 7 boxes (1.5 cu.ft) or 17,500 pages or 700 documents.
- Toeroek will analyze and partially process 25 linear feet of records per month.
- Toeroek will fully process 25 linear feet of records per month.
- Toeroek will analyze and partially process 25 linear feet of non-records per month.
- Toeroek will fully process 10 linear feet of non-records per month.
- Toeroek will analyze and partially process 25 boxes of old EFMC holdings containing record material per month, which equals approximately 62,500 pages or 2500 documents.
- Twenty-five boxes will be received into EFMC each month.
- Twenty-five boxes will be dispositioned out of EFMC each month.
- Ten linear feet of inventory related administrative documents to be managed each month.
- One hundred twenty hours will be needed to complete the initial demonstration version of the ED (ED).
- Eighty additional hours will be needed to prepare report functions and database cleanup.
- No distinction is made between the page counts for paper versus electronic document processing.
- Physical File Maintenance will be conducted on 100 linear feet, which is approximately 67 boxes per month.
- Assume 20 linear feet of scanning per month for Physical File Maintenance.
- EPA will provide Toeroek with enough pages to meet the throughput requirements and will provide them in time for Toeroek to meet its deliverable schedule.
- EPA will provide workspace up to six contractor staff.
- Should it be necessary during peak workloads, Toeroek will have the flexibility to send documents to an outside vendor or to Digital Conversion for processing. The cost for an outside vendor is not included.
- EPA equipment will be repaired only by the EPA contractor as notified through the EPA Help Desk.

- IT support on contractor-owned equipment will be provided by Toeroek IT support staff..
- Toeroek can only meet the throughput if EPA provides a sufficient number of pages for processing and provides them in time for Toeroek to process them within the month.
- Color and oversized scanning will require additional processing and possibly a third party vendor to accomplish.
- Page insertions will require additional processing.

4.1 General Duties – Performance Requirements

Under this task, Toeroek will perform the following functions:

- Inventory Maintenance
- Identification/Documentation
- Classification Support
- Categorization
- Reconstitution/Reorganization/Document Boundary Definition
- Preparation for Digital Conversion
- Digital Conversion
- Interim Disposition
- Physical Maintenance
- Restoration/Drying
- Relocation/Transportation/Retrieval
- Retirement Preparation
- Final Disposition
- Coordination with Others

4.2 Inventory Maintenance

Toeroek will maintain the EFMC inventory for all EFMC holdings. Superfund records will be organized and maintained in accordance with Region 6 Superfund file structure, which was adopted in December 1996. Indexing or digital conversion of materials will be conducted upon tasking by the EFMC COTR. Toeroek will conduct monthly audits of the EFMC inventory.

The EFMC inventory in Excel will be converted to Access and maintained throughout the contract.

At a minimum, the inventory will include:

- 1) the date received into EFMC;
- 2) the source;
- 3) description of materials;
- 4) volume received;
- 5) sponsor;
- 6) work accomplished to manage collections;
- 7) dates of label requests;
- 8) dates labels are received;
- 9) indexing dates;
- 10) scanning and conversion dates; and
- 11) other pertinent records management historical processing information as yet to be determined.

Barcode and historical files linkage may be explored under this TO.

Toeroek staff will maintain notebooks and directories of processing forms such as chains of custody, Express Link In-filing forms, EFMC transmittal forms, findings reports, etc. In addition, tracking of productions lists, confidential inventories, privilege logs, contract management reference files, and other indices may be required as well.

The EFMC COTR will inform Toeroek staff of whether documents received into EFMC are to be managed at the document level, folder level, box level, or some combination thereof.

All boxes in EFMC will possess an EFMC identifier corresponding to the ID in the ED database. Boxed materials will also contain a box label containing a description of what is in the box. Box

labels may be of a temporary nature instead of permanent label, however, temporary labels must be typed and sufficiently secured to end of the box to withstand standard document processing and handling. Boxes containing Superfund records must have the site file categories and volumes reflected on the box label.

4.2.1 Non-record material

- All non-record materials in boxes will possess an EFMC identifier label, which will be tracked in the ED.
- Pre-records will also be tracked in the same manner.
- Materials in file cabinets may require reorganization and relabeling. The reference collections will be inventoried at a future date in a manner to be identified by the EFMC COTR through a specific tasking document.

4.2.2 Record material

- Changes to site file categories, etc., will be tracked in the ED.
- Versatile/Enterprise labels will be requested through the EFMC COTR. Labels will be placed on boxes within two business days of receiving the labels from the EFMC COTR.
- Record material will be logged into ED within one business day

4.3 Physical File Maintenance/Material Processing

4.3.1 Overview

- Everything received in EFMC will be entered into ED.
- Physical material and metadata must match.

4.3.2 Notification

- When assistance is needed by EFMC staff to locate and research documents or to take possession of documents ordered by an Enforcement Officer, a Findings Report will be generated.
- After receiving the Findings Report, Toeroek will meet with EFMC COTR to review space requirements for new documents coming into EFMC.
- The format for the Findings Report will be developed by Toeroek unless EPA provides a template previously created.

4.3.3 Receipt into EFMC

- All record and non-record material received into or leaving EFMC will be processed in the Receiving Room.
- All additions or deletions to EFMC inventory by way of transfer, even temporarily, will be entered into the ED.
- Toeroek will develop the Preliminary EFMC Submittal Form unless EPA provides a template previously created.

4.3.4 Document Organization and Preparation for Scanning/Digital Conversion

- Toeroek will organize and prepare documents (doc_prep) record and non-record materials for scanning within EFMC in accordance with the DCFDCSOPM.
- Target sheets will be used for oversized, color photographs and other non-standard documents until the non-standard document is processed elsewhere and the image inserted into the proper location.
- Target sheets may also be used to indicate document segregation.
- Documents will be prepped with the 9 million series numbers provided by Digital Conversion.
- Toeroek will maintain the SDMS-CR and the PERL databases in EFMC.
- Toeroek will prepare and process electronic/digital documents (ESI) for indexing and import into SDMS-CR or PERL following the processes outlined in the DCFDCSOPM electronic documents supplement.

4.3.5 Indexing

- Toeroek will index using the Batch Upload with Update Feature Utility per the DCFDCSOPM.

- Indexing will be required on 12-20 fields; fewer for entries into PERL should PERL be utilized on this TO.

4.3.6 Digital Conversion and Scanning Preparation: Quality Assurance/Quality Control/Process Documentation

- Toeroek will perform Quality Assurance/Quality Control (QA/QC) activities on Batch Upload Files prepared by staff other than EFMC staff.
- Toeroek will perform QA/QC activities on bulk processing Excel files prepared by staff other than Toeroek, i.e., EPA EOs, SEE employees, etc.
- Toeroek will add new metadata to LookUp tables in SDMS-CR and PERL as needed to complete the indexing by outside entities.
- Errors detected during the QA/QC process of either the Batch Upload Files or the bulk processing Excel files will be identified to the EFMC COTR.

4.3.7 Scanning/Digital Conversion/Importing to SDMS-CR or PERL

- Toeroek will scan and convert documents into SDMS-CR or PERL according to the DCFDCSOPM using EFMC scanning equipment.
- Toeroek will perform a 100% image QC at point-of-scan.
- Electronic records will be imported into SDMS per the DCFDCSOPM using digital file conversion utilities approved by the EFMC COTR.
- EFMC Project Manager will contact EPA Help Desk for in-house repairs, adjustments, or software installations.

4.3.8 Quality Assurance of Scanning/Conversion

- Metrics regarding rescans and other necessary corrections will be tracked.
- Scanned images, converted digital image files and document index data will be checked for QA prior to saving data to the databases.
- A second level QA/QC will also occur each week on the previous week's images to ensure quality meets the parameters set forth in the DCFDCSOPM.
- Toeroek will prepare or update the ESI supplement to the DCFDCSOPM as directed by the EFMC COTR.

4.3.9 Image Processing

- Toeroek will perform PDF completion work such as bookmarking, electronic Bate-stamping, electronic barcoding or other electronic stamps regarding confidentiality and releasability in accordance with the DCFDCSOPM.
- Electronic redaction will also be included in this subtask.
- EFMC staff will utilize the Data Upload with Update Feature Utility to upload the final QA/QC'd transactions into WITS to maintain the audit trail in SDMS
- OPM shall be run as well.
- Toeroek assumes the proper authorizations and access rights will be granted to EFMC staff to complete the functions identified under this subtask.

4.3.10 Physical File Maintenance

- EFMC staff are responsible for determining and verifying Enterprise/Versatile file volume or box numbers.
- Label requests to the SRC will be communicated through the EFMC COTR.
- Volume or box numbers that need to be permanently withdrawn from Enterprise/Versatile will be communicated to the EFMC COTR for transmittal to the SRC.
- EFMC staff will verify SDMS metadata, Enterprise/Versatile information, ED information and physical inventory all correspond to one another.
 - EFMC staff will assist SRC with ensuring the SDMS Doc_IDs are included in the Enterprise/Versatile database as well.
- Any outstanding requests to put SDMS Doc_IDs into Enterprise/Versatile will be communicated to the EFMC COTR at the end of the first full month following the request to include the Doc_IDs.
- Physical file maintenance responsibilities extend to:
 - Site files
 - Video/audio/microfilm

- Oversized documents, maps, etc.
- Additional existing structures may need to be incorporated.
- Additional existing structures may need to be tracked independently.
- New structures may be added that need to be incorporated.
- New structures may be added that need to remain independent.

Task 5 – Cost-Related Records Maintenance & Processing

Under Task 5, Toeroek will support EPA with Cost-related records maintenance and processing.

- EPA will provide copies of all guidance, SOPs, etc. upon TO award.
- All boxes are assumed to be 1.5 cubic foot boxes.
- Assume each 1.5 cubic foot box contains approximately 2500 pages.
- An average document is assumed to be 25 pages.
- Each 1.5 cubic foot box contains approximately 100 documents.
- Six linear feet is assumed to be approximately 4 boxes (1.5 cu.ft) or 10,000 pages or 400 documents.
- Toeroek will review and analyze six linear feet of cost packages per month, which is approximately two cost packages per month.
- Toeroek will review 500 records (12,500 pages or 5 boxes) to locate potential work performed documentation per month.
- Forty hours will be needed to: 1) develop recommendations for file organization; 2) document boundary definitions, standard titles and other collection specific information; and 3) capture the information for the accounts receivable files.

5.1 Cost Packages

- Toeroek will maintain inventory of cost packages as part of standard EFMC inventory
- Toeroek will verify cost documentation packages are complete as tasked by the EFMC COTR
- Administrative tasks, such as redacting CBI and Privacy Act information, photocopying the redacted versions, and filing may be needed as well
- Cost packages are anticipated to average no more than 5,000 pages each (two boxes).
- No more than 1,400 pages of each cost package will require redaction and photocopying.
- Two cost packages will be reviewed and analyzed per month.
- Each package will be valued at no more than \$2,000,000.
- Audits of cost packages will only be done to check for completeness.
- Each completed package will consist of cost summaries and supporting documentation.
- All costing information and supporting documentation will be supplied by the EPA.
- EPA will specify the types of information to be redacted.
- No travel is anticipated.

5.2 Work Performed Packages

- Audits of Work Performed Documentation (WPD) packages will only be done to check for completeness.
- Administrative tasks, such as redacting confidential business information (CBI) and information subject to the Privacy Act, photocopying the redacted versions, and filing may be requested.
- No more than two Work Performed Documentation packages averaging 200 pages each will be prepared each month.
- Although potentially from diverse sources, all supporting documentation is assumed to be available at the EPA.
- EPA will specify the types of information to be redacted.
- All WPD packages will require assessment for confidential information, redacting, and photocopying
- Every page of each package will require redaction and photocopying.

5.3 Accounts Receivables Files

- Upon receiving the Superfund Accounts Receivables Files from the EPA COTR, Toeroek will develop a schedule for organizing and incorporating the materials into the site files.
- Forty hours will be needed to: 1) develop recommendations for file organization; 2) document boundary definitions, standard titles and other collection specific information; and 3) capture

the information for the accounts receivable files.

Task 6 – Review & Document Production Including Litigation & FOIA Support

Under Task 6, Toeroek will support Reviews and Document Productions to include Litigation and Freedom of Information Act (FOIA) support.

- Review support includes Preparation, active Monitoring and Re-shelving.
- One three-day external review is projected per month.
- External reviews will not exceed two reviewers thereby only requiring one dedicated monitor at a time.
- One floating monitor will be available for support with moving boxes, escorting to restrooms, etc.
- Copy requests for less than 50 pages will be completed in-house on EPA copiers.
- Copying of 50 pages or more or scanning will be completed by an outside vendor and direct billed to the reviewer.
- Two internal reviews are projected per month.
- Internal reviews will not require monitoring.
- No more than 100,000 pages will be sent to an outside vendor for copying under this task. Toeroek included the cost estimate under ODCs and assumed the paper is letter size and can be put through an automatic feed copier.
- Infilming for larger sites may require more than one day to complete.
- Reviews exceeding two reviewers will require additional Monitors.
- Reviews of larger collections may require more than one day to complete.
- Color and oversized copying would necessitate the use of a photocopying service (cost not included).

6.1 Overview for Reviews

- EFMC COTR will provide Toeroek with EFMC External Review Procedures and EFMC Internal Review Procedures within 15 business days of TO award.
- Costs associated with FOIA responses including copy charges shall be tracked as any other work order.
- Toeroek will post scheduled reviews on the Review Planning Board.

6.2 External Reviews

- Toeroek staff will contact Reviewing party to confirm the number of reviewers attending, provide an estimate of the number of boxes to be reviewed and fax the Review rules.
- Toeroek will prepare a Review Log based on the materials to be presented as determined by the EPA EO or EFMC COTR.
- Documentation of external reviews will be kept in the work order folder.
- Toeroek will develop an Internal and External Review Tracking System to track all reviews by site, date, work order number, reviewer's affiliation and files reviewed.
- Details of the external reviews will be included in the monthly report.

6.3 Internal Reviews

- EFMC COTR will determine what is to be released for review.
- Toeroek staff will prepare a Review Log to reflect the released materials.
- Toeroek staff will not monitor the review; however, staff will review the Review Log to ensure materials are being initialed for as they are made available to the reviewer.
- Documentation of internal reviews will be kept in the work order folder.
- Toeroek will update the Internal and External Review Tracking System by site, date, work order number, reviewer's affiliation and files reviewed.
- Details of the external reviews will be included in the monthly report.

6.4 Duplication

- Small volume requests for copying less than 50 pages will be done in-house if adequate time is given for turnaround and the copying is straight run 8.5"x11" paper.
- Glasswork, oversized and color copying are not included in our estimates.
- Document preparation of documents, staple removal, binder removal, taping, etc. is not included in our estimates.
- Large volume requests or those involving extensive glasswork and oversized or color

documents will be sent to a third party vendor using chain of custody procedures. Toeroek did not include these costs.

- Collections of documents created for DOJ or external parties, as requested by the EFMC COTR through work order tasking, will be created and tracked in the ED.
- Staff have the proper access rights in the various systems to allow the creation of said collections prior to the tasking of such work.

Task 7 – Development of New Procedures, Processes & Related Work Rules

Under Task 7, Toeroek will support EPA in developing new procedures, processes and related work rules as specified in the TO. Toeroek will record and develop the procedures required to process CRPs, WP documentation packages and Superfund Enforcement pre-records.

- Forty hours per month for each option year are projected to develop any new procedures or modify existing procedures. .
- The number of hours needed to meet with EPA staff and work on developing procedures for two prototypes may exceed the estimates provided by EPA and reflected in our assumptions above.

7.1 Cost Recovery Packages (CRPs)

- Toeroek will record and develop the procedures required to process CRPs electronically and most efficiently and directly from the SCORPIOS system as possible.
- Technical support will be provided to identify and resolve technical issues encountered with conversion, digitization and the import/export of documents, records and collections.
- Toeroek will attend meetings and design sessions with EPA personnel to finalize the process of direct electronic incorporation of CRPs into SDMS-CR.
- Once the process is developed, Toeroek will develop the business rules, workflow charts, diagrams, etc., and incorporate the information into the DCFDCSOPM for Cost Packages into SDMS.

7.2 Contract Management Reference File (CMRF)

- Toeroek will capture contract documentation into SDMS-CR on both a day-forward and historic basis.
- Toeroek will attend meetings and design sessions with EPA personnel to finalize the process of electronic development of WP documentation packages.
- Once the process is developed, Toeroek will develop the business rules, workflow charts, diagrams, etc., and incorporate the information into the DCFDCSOPM for WPD Packages into SDMS.
- Attendance at conference calls with HQ and other regions may be required as this would be prototype for other regions.

7.3 Superfund Pre-Evidentiary Records Library (PERL)

- At present, it is not anticipated that Toeroek will be involved with PERL- however, for cost purposes, and should EPA determine to reinstitute PERL the following assumptions have been priced.
- Toeroek will record and develop the procedures required to process Superfund Enforcement pre-records into an electronic repository.
- Toeroek will attend meetings and design sessions with EPA personnel to finalize the process of electronic development of WP documentation packages.
- Once the process is developed, Toeroek will develop the metadata standards, index schema business rules, workflow charts, diagrams, etc., and incorporate the information into the DCFDCSOPM.
- Attendance at conference calls with HQ and other regions may be required as this would be prototype for other regions.

Task 8 – Special Projects

For Task 8, Special Projects, Toeroek assumed the following

- The labor hours specified by EPA in the SOW will be adequate to perform the SOW
- EPA will provide chain of custody forms
- No work will be required in a contaminated area (PPE are not priced)
- The breakdown of subtasks by year may vary; this will affect the price
- The labor hours may not be adequate to support the SOW.